

UTAH ARMY NATIONAL GUARD
Headquarters 300th Military Intelligence Brigade (Linguist)
P.O. Box 1776
Draper, UT 84020-1776

UT-300TH (15-1A)

14 September 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Opportunity for Linguists to Perform Community Service in Language

1. A representative of the Ogden School District contacted me and expressed a need for occasional volunteer assistance with interpretation and written translation in many languages. Most of these languages coincide with languages spoken by the linguists in our brigade. This may be an excellent opportunity for some of our linguists to get additional language experience between drills, which will both maintain or enhance their language skills and provide a valuable, needed service to the community.

2. The languages in which the Ogden School District needs assistance include

Arabic	Mongolian
Cantonese	Navajo
Farsi	Portuguese
German	Russian
Hmong	Samoan
Igbo	Swahili
Japanese	Turkish
Korean	Tagalog
Laotian	Ute
Mandarin	Vietnamese

3. The language tasks individuals may be called upon to perform include speaking to the parents of students in language, interpreting between school district officials and parents in person or via three-way phone calls, and translation of correspondence from the district to parents. The subject matter may include general coordination/correspondence, parent-teacher conferences, other meetings, or hearings when a student has been suspended.

4. If you have a soldier who is willing to make himself or herself available to provide community service while exercising his or her language skills, please have him or her contact Mariela Sanguino by phone at (801) 625-1143, fax at (801) 625-1123, or e-mail at sanguinom@m.ogden.k12.ut.us.

5. Before contacting Ms. Sanguino, the volunteer should be prepared to provide the following information for the districts volunteer database:

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- a. General information. Volunteers should include name, phone number(s), and language.
 - b. Capabilities in the target language. Volunteers should describe his or her skill level, experience, etc. He or she should also indicate whether he or she is able to help with both translation and interpretation or just one or the other.
 - c. Availability and flexibility. Volunteers should indicate when he or she might be available to help, including days or the week and times. The district needs to know if the volunteer can help in person at schools or just telephonically. Volunteers should also indicate their degree of flexibility in terms of how much notice he or she will normally need to be able to assist the district and whether he or she can be called upon in an emergency or short-fuse situation.
6. Any questions may be directed to the Brigade Language Support Officer at (801) 620-1409 or Brigade Command Language Program Manager at (801) 523-4258.

STEVE G. STEVENS
CPT, MI, UTARNG
Brigade Language Support Officer

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